

Rule 30e-3 Compliance Checklist

- If the fund was in existence prior to January 1, 2019, has the fund prominently disclosed the change to notice delivery for a two-year period in its prospectus, summary prospectus (if applicable), and annual and semiannual reports?

Note: If the fund launched after January 1, 2019, but before January 1, 2021, then the fund must include such disclosure about the notice delivery process for that period.

- Does the paper notice:
 - Use plain English?
 - Include a prominent and bold-faced legend stating: **"An Important Report to Shareholders of the Fund Is Now Available Online and in Print by Request"** (or the substantial equivalent)?
 - State that the report contains important information about the fund, including portfolio holdings and financial statements?
 - State that the report is available on the provided website and that it is accessible by mail upon request?

Note: Funds also may include information about other methods to access the report. Funds also may identify the fund, the fund's sponsor, a variable annuity or variable life insurance contract or insurance company issuer thereof, or a financial intermediary through which shares of the fund are held, but this information is not required.

- Encourage shareholders to review the shareholder report?
- Provide the address to the website where the report is available?
- Provide a toll-free number for shareholders to call the fund or the intermediary?
- Provide instructions on how to request a paper or email copy of the shareholder report at no charge and clearly state that unless requested, the shareholder will not receive a paper or email copy of the shareholder report?
- State that the shareholder can elect to receive printed copies of the shareholder report at any time?
- If applicable, provide instructions on how a shareholder can elect to receive the shareholder report and other documents electronically?
- Comply with all anti-fraud provisions of the federal securities laws?

Note: Notices may include other content from the shareholder report if the above requirements are met and if a copy of the notice is filed with the Form N-CSR filing. Notices also may be combined with other notices for other funds.

- Has a paper notice been sent to shareholders within 70 days after the period covered by the shareholder report?
- Has the paper notice been sent separately from other shareholder communications other than (i) one or more other notices; (ii) a current summary prospectus, prospectus, statement of additional information, or Notice of Internet Availability of Proxy Materials; (iii) a contract if a fund is held in a separate account funding a variable annuity or variable life insurance contract; and/or (iv) a shareholder's account statement?
- Is the website:
 - Publicly available?
 - Free of charge?
 - Written in plain English?
 - Set up to include the shareholder reports for the last fiscal year?
 - Set up so that all materials are in a format convenient for online reading and printing?
 - Set up so that users can download and retain electronic versions of the materials?
- Does the fund have policies and procedures reasonably designed to ensure that a paper copy of the shareholder report is sent by first class mail or other reasonable equivalent within three business days after a request is received?
- Does the fund have policies and procedures reasonably designed to ensure that the fund is maintaining appropriate books and records with respect to the Rule 30e-3?